



City of Villa Park Request for Proposal

HVAC Installation at Villa Park Library

The City of Villa Park is requesting proposals for the installation of a new Heating, Ventilation and Air Conditioning (HVAC) unit for the Villa Park Public Library. The Villa Park Public Library is located within the Villa Park Civic Center and is currently served by two separate units. The project includes the installation of a dedicated roof top unit and the adjustment of ductwork so that the new unit heats/cool the Library and the current units heat/cool the remaining Civic Center facility. The City Council will consider qualified responses at the September 23, 2008 City Council meeting and it is expected that the installation will commence as soon thereafter. Your company is invited to submit a proposal.

DESCRIPTION: Request for Proposal for HVAC installation for Villa Park Library.

PROJECT START DATE: The City Council will consider awarding the project at the September 23, 2008 City Council meeting. The project can then be started upon verification of insurance and required documentation.

PROPOSAL DUE DATE: All proposals are due to the City of Villa Park no later than **2 PM on Tuesday, September 16, 2008**. The City of Villa Park is located at:

17855 Santiago Boulevard
Villa Park, CA 92861
(714) 998-1500

Proposals submitted after this time will not be considered.

NON-MANDATORY SITE VISIT: A site visit of the location, to include access to roof and attic area, is scheduled for **Tuesday, September 9 at 9 AM**. The location is the address provided above.

SELECTION CRITERIA: Consideration will be based upon the price quote, knowledge of all applicable state and local building codes, and the ability to deliver the scope of work as shown through prior work history. The City of Villa Park reserves the right to reject any or all proposals, waive informalities, and make an award in the best interest of the City.

LOCATION: Location of the Villa Park Library is 17865 Santiago Boulevard. Access to the roof is available via a phone closet accessible through City Hall, located in the same building, at 17855 Santiago Boulevard.

SCOPE OF WORK: The City of Villa Park requires the following:

The installation of a 6 ton Trane or Carrier brand, 13 SEER minimum (gas heat/electric cool) roof mounted HVAC unit; necessary duct work (trunk tie-ins, segregation of current systems, and vent grills); mechanical rooftop screen; structural configuration if required for rooftop setting to include curb, leveling and roofing; necessary conduit (condensate piping), gas piping, electrical connections (line and low voltage) as required; and seven day programmable thermostat (Honeywell or comparable).

PROPOSAL SUBMITTAL REQUIREMENTS: Interested parties shall submit by the deadline two (2) copies of the application package, one with original signature, to include the Proposal Submittal Form (Exhibit A) and full service proposal with itemized work/equipment (broken down as item, quantity, unit cost, and total cost) in a form acceptable to the City. Bid price shall be expressed as a lump sum amount for work described on the Proposal Submittal Form.

PROPOSAL QUESTIONS: Questions regarding this proposal shall be addressed to Ken Domer, City Manager at the address above or via email at kdomer@villapark.org. Phone number is (714) 998-1500.

Attachments –

Exhibit A – Proposal Submittal Form

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